

Gift Trust Fund**Fund 139****PURPOSE OF THE FUND:**

All moneys that the City collects as bequests, donation or gifts for special purposes are to be accounted for in the Gift Trust Fund. The City Manager is authorized to accept, on behalf of the City, any monetary or non-monetary bequest, donation or gift for special purposes in an amount or value of \$100,000 or less. Gifts greater than \$100,000 must be accepted by the City Council.

Moneys in the Gift Trust Fund can be designated as either expendable or non-expendable.

Expendable- each bequest, donation or gift deposited in such fund, together with interest of other moneys derived from its investment while in such fund, shall be expended only for purposes originally given, and then only pursuant to appropriations in the fund, established by the City Council.

Non-expendable- The original deposit and all subsequent deposits made into such fund must remain intact until such time as the agreement expires. Any interest, or other moneys derived from its investment, however, may be expensed solely for purposes outlined in the agreement. The non-expendable portion of the Gift Trust Fund must remain intact until such a time when the donor designates expenditures may be made.

AUTHORITY FOR THE FUND:

San José Municipal Code section 4.80.700. Revenue and expenditure estimates are budgeted via Council funding sources resolution and appropriation ordinance, respectively.

SOURCE OF FUNDS:

- Donations and gifts received for special purposes
- Interest earned

FUND RESTRICTIONS:

While the use of moneys within this fund is not subject to Proposition 218, certain moneys in this fund may be restricted by other policies and guidelines, which are described below.

Interest earnings must be combined with the gift that generated the interest and expended according to the specific purpose of the gift.

LEAD RESPONSIBILITY:

Finance Department

Gift Trust Fund**Fund 139****FINANCIAL INFORMATION AND LOCATION:****Comprehensive Annual Financial Report (CAFR) Designation:**

Governmental Fund-Special Revenue

Budget Location:

Adopted Operating Budget

Funding Sources Resolution and Appropriation Ordinance Location:

Section 17.01

NOTES:

The Gift Trust Fund is appropriated on a cash balance basis. When the Proposed Operating Budget is developed, gifts and interest earned in the current year, along with any anticipated current year savings, are allocated for the upcoming year. Cash balances through February or March are generally used at this point. In the Annual Report, the appropriations are adjusted to reflect actual cash balances through the end of the previous fiscal year.